

## Student Registration Process Quick Reference Chart

### Confirm Residency

Is the Parent/Legal Guardian or the student a Canadian citizen or permanent resident?

**YES**



**NO**



Refer to [Non-Canadian Born Students Decision Tree](#)

### Confirm school location

using [Baragar School Locator](#)  
Is the student registering within the correct school attendance boundary?  
verify their place of residence (e.g. driver's license, recent utility bill)

**YES**



**NO**



Send student/family to the correct school

**OR**

Instruct the family to complete an [Outside of Attendance Area Form](#) to submit to the Division Office

### Collect completed registration form and enter student information in Maplewood

- According to The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP) we are **not** to retain copies of birth certificates, health cards, passports, transcripts, certificate of permanent residents or immigration papers. **It is important to verify that the information on the legal document matches the information on the registration form.**
- The preferred Synvoice phone number is to be entered in the Home Phone Number field in Maplewood.



### Is there a custody order in place?

**YES**



Scan and upload custody agreement to Maplewood's multimedia tab.



**NO**



### Does student have any medical restrictions?

**YES**



Administrator or designate to notify Student Services Coordinator



**NO**



### Are languages other than English spoken at home?

**YES**



- Administrator or designate to contact Susan Drader, EAL Coach
- Refer to EAL [Registration Procedure Checklist](#) in the portal



**NO**



### Does student require bus transportation?

**YES**



- Ask the family to complete either the [Rural Bus Form](#) or the [Urban Bus Form](#).
- Submit completed form to the Transportation Department.

### July & August months

(while the school is closed):

Student registration will take place at the Good Spirit Education Complex

- Student information will be entered into Maplewood and transportation arrangements will be made by Central Office staff.
- Completed registration forms will be sent to the school before school start up.

If you have any questions, please contact Heather Morris at 306-786-5501 or [heather.morris@gssd.ca](mailto:heather.morris@gssd.ca)

### Foundational Statements

#### Motto

Students Come First

#### Mission

Building Strong Foundations to Create Bright Futures

#### Vision

Learning Without Limits ... Achievement For All

#### Values

Belonging, Respect, Responsibility, Learning, Nurturing and Perseverance

### Aspirational Statements

- Student Learning & Well-being
- Equitable & Balanced Opportunities
- Accountability for All
- People Engagement
- Sustainable Infrastructure